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GENERAL SERVICES OFFICE CAREER SERVICE BOARD

MINUTES OF FIFTH MEETING

HELD

9:30 A.M. - 18 MAY 1953

ADMINISTRATIVE SERVICE

PRESENT: Mr.

Mr.

Mr.

Mr.

Secretary

1. The meeting was called to order by the Chairman at 9:30 a.m.
2. The minutes of the last meeting were approved as written.
3. The Chairman called upon the Training Liaison Officer to report on items charged to him for action at the last meeting:
 - a. Training Courses - How Lists are Kept Current, Etc. - The Training Liaison Officer reported that the Training Office is on the mailing lists of the various universities and schools and in this manner receives current information on available courses, etc. The Training Liaison Officer is continuing to work with the Training Office on compiling lists of those courses pertaining to General Services functions and when finished will distribute these lists to the Division Chiefs for circulation to their employees.
 - b. Responsibility for Following Up on Personnel Evaluation Reports and What the Personnel Office is Doing When They Receive Them - The Training Liaison Officer reported that he has investigated this matter with the Personnel Office, which, he advised, is charged with the responsibility for following up on recommendations made in PER's, and has found that the PER's go to the Placement Officers for review. However, no regular procedure has been established by the Personnel Office for following through on them as far as [] could determine.
 - c. Meeting of Professional Selection Panel Held 8 May 1953 - The Training Liaison Officer reported on matters discussed at the meeting, including the functions of the Panel as set forth in CIA Notice [] and the opinions and questions presented with respect to the Panel's report dated 17 April 1953, Subject: "The Process of Selecting New Career Employees."
 - d. The Chairman opened discussion on the assignment of career designations. Copies of memorandum from the Assistant Director (Personnel) dated 4 May 1953 on this subject had been previously distributed by the Secretary to the members of the Board, together with copies of a proposed memorandum to all GSO employees (copy attached),

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setting forth a procedure for determining the initial career designations to be given GSO employees. The proposed memorandum was unanimously approved by the Board and the Chairman directed the Secretary to have it published and distributed after she obtained the written concurrence of the Career Development Staff. (The Secretary had previously discussed the memorandum with members of the Career Development Staff, and they had indicated their concurrence verbally.)

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5. The Chairman invited discussion regarding CIA Regulation [redacted] and CIA Notice [redacted] Subject: "Basic Intelligence Training." As a result of the discussion, the Board decided due to the long waiting period already required in processing new employees before they can physically report for duty in the Office concerned, and since this course would prolong the period for an additional six weeks, that a proposal should be prepared and submitted to the appropriate officials recommending that a course be established for the administrative activities which, with approval of the Security Office, would permit pending employees required to receive this training to engage in such training while on duty in the pool on SECRET clearances awaiting completion of full clearances. The Chairman directed the Training Liaison Officer to prepare a proposed paper on this subject for submission to the Board at the next meeting.
6. The Chairman stated that the discussion of the proposed GSO Training Brochure included on the agenda would be postponed until the next Board meeting.
7. The Chairman announced that the next meeting of the Board would be held Friday, 29 May 1953, at 9:30 a.m., and that regular meetings will be held in the future on the last Friday of every month at 9:30 a.m.
8. The meeting adjourned at 11:00 a.m.
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APPROVE

Chairman, GSO Career Service Board

Secretary

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